



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 7.13

**Subject: Records Disposition Authorization (RDA)
Development and Review Process**

Supersedes: DCS 7.13, 01/01/04

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): No

Approved by:

Effective date: 05/01/99

Revised date: 04/01/05

Application

To All Department of Children's Services Employees

Authority: TCA 10-7-301, TCA 37-5-106

Policy

Department of Children's Services employees shall comply with both statewide and DCS RDAs in effectively managing agency business records in all media.

Procedures

- A. RDA Development**
1. State government, through the Public Records Commission (PRC), utilizes the RDA process to determine and order the proper disposition, including preservation, reproduction, retention, and destruction of state information. The RDA identifies record ownership, retention schedule and media format, transfer timeframes to off-site storage facilities, i.e., records center, library and archives, data center and when the information may be destroyed.
 2. A completed records inventory worksheet and a RDA form, along with a sample of the record series under consideration, must be submitted to the departmental records officer (DRO) for review and processing. The Commissioner, or his designee, will review and approve all departmental RDA requests submitted to the PRC.

3. The records management policy and RDA review committee will review RDA requests. Approved statewide and DCS RDAs and retention policies are available on the DCS Internet website,
www.state.tn.us/youth/policies/rda/index.htm.

**B. Divisional,
Regional, and
Juvenile Justice
Facilities
Responsibilities**

Each division, regional office, and juvenile justice facility is responsible for organizing and filing record series in a logical and systematic manner for ease of retrieval and for periodic review in order to determine continued retention or destruction. Directors, regional administrators, and treatment facility superintendents/directors will be responsible for designating a records coordinator/clerk (RC) to perform the following records management job assignments:

1. Complete the records inventory worksheet, and RDA form, if appropriate, for each record series and forward to the DRO for review and processing.
2. Submit annual record holdings report by August 1 to the DRO identifying record types/volumes stored in DCS offices and any off-site storage areas, e.g., state records center, data center or commercial sites.
3. Compile annual "operation roundfile" volumes and submit information to the DRO.
4. Coordinate record storage, destruction, and disaster recovery activities.
5. Prepare and track records designated for microfilming and/or destruction.
6. Maintain a tracking log for release of information requests and disclosures.

C. Annual Review

To ensure that retention schedules are current, RDAs will be reviewed annually. The DRO will notify the PRC of all RDA revisions.

D. RDA Monitoring

1. The office of records management will conduct records management compliance monitoring on a regular basis. All DCS divisions will be periodically inspected/audited by records management staff to:
 - a) Identify new record series that require a RDA;
 - b) Identify record series that are no longer produced and should be deleted from the RDA schedule;

- c) Update records retention periods and policies to comply with current administrative, fiscal, legal, research and historical requirements;
 - d) Verify DCS records management compliance with applicable policies, standards and court mandates.
- 2. DCS divisions will normally be advised thirty (30) days in advance and will be required to appoint an individual to work with the records management staff during the annual records inspection/audit.
 - 3. An exit conference will be conducted and a formal report will be prepared and submitted to appropriate supervisory personnel. Any issues mentioned in the report as being in non-compliance will require a response by appropriate management personnel noting the action plan to be undertaken to correct the non-compliance. Areas of non-compliance will be forwarded to the appropriate Executive Director.

E. Records Retention and Destruction

- 1. Each office will incorporate appropriate file management procedures in order to reduce retention and retrieval costs associated with equipment, office or off-site space and computer memory required for storage.
- 2. Official business records must not be destroyed without RDA authorization. If a RDA has not been developed for the record series, contact the RC or DRO for assistance.
- 3. A certificate of destruction form must be completed and forwarded to the RC and DRO when records are destroyed.

Forms/Templates

GS-0522	Department of General Services Records Inventory Worksheet
GS-0969	Department of General Services Electronic Records Inventory Worksheet
GS-0524	Department of General Services Records Disposition Authorization
GS-0704	Department of General Services Records Holding Report
GS-0989	Department of General Services Certificate of Records Destruction

Collateral Documents

DCS Records Management Policies and Procedures

[Statewide Records Disposition Authorizations](#)

[Department of Children's Services Records Disposition Authorizations](#)

Standards

None